
Curriculum Committee Minutes

Sub-Committee of the Academic Senate

Fall 2023 Semester

Meeting Thursday, October 12th, 2023, 2:15 pm

Emergency Zoom link: <https://marin-edu.zoom.us/j/82951617913>

Present in AC 303: Gina Cullen, Luna Finlayson, Bob McCoy, Jason Dunn, Mengqi Yuan, Sara Malmquist-West, Sara McKinnon, Cari Torres, Beth Patel, Caitlin Rolston.

Present in Zoom room:

Beth Sheofsky – faculty office, KTD

Kathleen Smyth – not here

Alex Jones – faculty office, IVC

Sheldon Carroll – ES office, KTD

Erik Dunmire – faculty office, KTD

Colleen Mihal – faculty office, KTD

Dan Zaffran – faculty office, KTD

Christina Leung – faculty office, IVC

Byron Ramey – faculty office, IVC

Standing Items

1. Call to Order at 2:18 pm in AC 303
2. Approval of the amended agenda
 - Motion to approve the agenda: Bob McCoy
 - Second the motion: Sara McKinnon
 - Vote: approved
3. Approval of the minutes
 - Motion to approve: Sara MW
 - Second the motion: Jason Dunn
 - Vote: approved.
4. Public Announcement – none
5. Chair's Announcements:
 - none

Discussion

- Voice Writing Theory course – Christine Leung

Course

- ▶ Title: Voice Writing Theory
- ▶ Prefix: COUR
- ▶ Numbering: TBD
- ▶ Units and hours: 3 units; 3 hours a week
- ▶ Modality: DE
- ▶ TOPS code 0514.30 (Court Reporting)

Program

- ▶ COURT REPORTING
- ▶ Degree type: Skills Certificate
- ▶ Units range: 3 units
- ▶ TOPS code: 0514.30

BASIC INFO

- No prerequisite
- Might offer mirrored noncredit course
- Possible to cover materials fee from the current budget
- **Discussion:**
- Gina requested clarification on whether to create a new course or make substantive changes to COUR 169B. After a discussion, the consensus leaned towards creating a new course instead of making substantive changes to COUR 169AB.
- In the COUR curriculum, students will take Voice Theory instead of COUR 110A, while the rest of the courses will remain the same.
- There was a question about whether students would use the Steno machine or the Voice machine for the entire course series. It depends on what the student chooses; they would learn on one type of machine for all the courses. Jason further inquired whether students could learn both. Christine responded that she had students learn both, taking courses at COM and Voice elsewhere. The Court Reporting Board will qualify students one at a time as either Stenographers or Voice writers.
- Byron added that in the past, students were passing only one or none of the three parts of the qualifier while working on Stenographer certification. Nowadays, students are passing all three parts of the qualifier much faster on the Voice writing track. Voice writing is a much faster track than the steno track.
- Christine added that students would learn Dragon (software) to convert voice to text, offering flexibility as the greatest benefit.
- Bob asked whether new skills courses needed to be added for Voice writing skills. There would be no need to create new skills courses; instead, the voice writing theory could be added as an alternative to the regular theory course.
- Byron mentioned that students could skip the first speed building courses, which is how they could progress through the program more quickly.

- Bob pointed out the need to adjust the course descriptions of existing COUR courses to indicate that students can choose the voice writing machine.
- Alex asked if it could be offered as noncredit initially and then changed to credit, with students earning credit through CPL.

2. ESL changes - Caitlin Rolston

- ENGL 98 SL - Change from 3 units to 4 units
- There are 10 levels of sequenced ESL courses, and ENGL 098SL is at the 9th level. It is not transferable and will not affect any programs. The department has the necessary units to support the increase.
- In addition to several equity reasons, 3 units cannot cover what needs to be addressed in the course. 98SL is the first ESL course that integrates previous reading and writing skills and elevates them to a comprehensive level that requires a lot of critical thinking. This level represents a significant leap from previous levels.
- Students will have completed 4 units of grammar, 4 units of writing, and 4 units of reading before reaching this level. The course teaches the integration of grammar, writing, and reading, and how to be college students. Adding one unit will give instructors more time with the students, without changing the content.
- ENGLS 120SL was recently changed from 3 units to 4 units.
- Regarding equity issues, making it noncredit saves students money and financial aid. Learning a language takes time and contact time. Adding half an hour twice a week seems like an easy way to address this.
- Sara asked if this change would give students more individual time with instructors, to which the response was affirmative. It has been challenging for students to attend the one-hour R&W lab due to their work schedules.
- The proposal includes adding an NC (noncredit) option to 98SL and 120SL. Up to the 9th level, there has been credit and noncredit options for students to choose from. The leap between the 8th and 9th levels is the most significant, as it requires applying all the skills learned from previous levels and deepening them. Offering a noncredit option at this level may help retain students who have always had the option to go noncredit before reaching the 9th level.
- Gina pointed out that ENGL 98SL meets the qualifications to offer an NC option based on Title 5. However, 120SL is UC transferable, so caution is needed when considering offering it in noncredit, as noncredit courses will not transfer.
- Cari asked whether any analysis had been done to determine if students were meeting the outcomes under the current 3-unit structure. Beth stated that it had been an ongoing discussion among instructors who felt they didn't have enough time to teach the course, resulting in reduced Student Learning Outcomes. Caitlin mentioned that grammar skills were lower than expected, and Rebecca Beal also stated that there was too much to cover based on her teaching experience.

- From a counselor's perspective, scheduling a 4-unit course in students' schedules might be challenging, as they typically start taking other credit courses at that level.
- Rebecca added that students were used to taking 4-unit courses, and the department has the necessary units to support the increase. Sara added that students would be working with unadapted text for the first time at this level.
- Sara MW commented on the noncredit to credit mechanism if ENG 120SL had a noncredit version, suggesting looking into the process, potentially through CPL (Credit for Prior Learning).
- Gina suggested looking into Student Learning Outcomes (SLOs) to have data to support the department's proposal and to examine the entrance skills required for 120SL. Beth responded that instructors had conducted a matrix analysis on the courses and identified the gap.
- There was a discussion about 098SL being listed in the ENGL prefix but having an ESL suffix. Additionally, the group discussed the possibility of offering the noncredit versions as early as Spring 2024.
- Sara McKinnon moved to approve one new voice writing theory course for the next meeting's consent agenda. Sara MW seconded the motion.
- Sara McKinnon moved to approve the change of ENGL 098SL from 3 units to 4 units and to add NC versions to ENGL 098SL and ENGL 120SL.

3. AP4020

- Regarding equity language, a proposal was made to add it to AP 4020. The Senate proposed a general equity language with the Ethnic Studies. Gina asked the committee for feedback, and there was a discussion of the language and whether it needed to include more details.
- Gina will circulate the proposed language for feedback.

Meeting adjourned at 3:35 pm.